

OFFICE OF COLLECTION AND DISSEMINATION

Security Study No. 5

7 February 1947

SUBJECT: CIG Disaster Plan

1. The Problem

The Executive for Personnel and Administration recommends that a Disaster Plan be prepared, which would anticipate the type of disasters or emergencies that might occur, provide for the ordinary control of fire or other emergencies, and for the protection of CIG personnel, intelligence information, and property. He pointed out that preparing the necessary implementing plans, and procedures for their execution, would be the responsibility of the Executive for P & A; but that, in his opinion the policy directive covering the plan should be prepared by the Security Branch of OCD. This office concurs.

2. Directive

The Security Branch will prepare the draft of a CIG Administrative Order, which will include the following features:

- a. The announcement of the broad policies to govern the CIG Disaster Plan.
- b. The assignment of overall responsibilities/offices of CIG. to
- c. The assignment of responsibilities for preparing the implementing plans and operating procedures.

3. This draft should be drawn primarily from the point of view of safeguarding classified information. Policies pertaining to the protection of property and life are considered administrative, rather than security matters.

4. This draft will be submitted, with an appropriate covering memorandum for Captain Olsen's signature, not later than 28 February.

[Redacted Signature Box]

Captain, U. S. N.
Assistant Director for
Collection and Dissemination

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J. Sec. Admin
P. H.*